



## Application package – Finance Officer

Position title:	<b>Finance Officer</b>
APS Level:	APS5
Salary package:	Salary package from \$97,782 to \$103,608 (includes base salary of \$84,733 to \$89,782 plus 15.4% superannuation)
Position offered:	Full-time - 12 month non-ongoing (maternity leave cover) <i>Flexible working arrangements available including hybrid working</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	27 <sup>th</sup> May 2024 at 18:00pm
Contact Officer/s:	Milena Popovac –Finance Manager
Contact number:	(02) 9432 7077

- ✓ Information on how to prepare your application and the selection process.
- ✓ A position description.

## About our Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's key agency charged with promoting and improving gender equality in Australian workplaces, through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. Our Agency was established by the *Workplace Gender Equality Act 2012 (Act)*.

WGEA is growing, reflecting our ambition to accelerate progress towards workplace gender equality. We are a small unique agency with a big agenda. Read more about the recent WGEA reforms on our [website](#)

At WGEA you will be part of a team of high achievers who are passionate, friendly, and fun. We understand what working flexibly means. We pride ourselves on being a respectful, diverse, and inclusive community. We encourage and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

### What our Agency looks for

- people who are committed to supporting and delivering change in Australian workplaces (our purpose).
- flexible and adaptable people to meet immediate needs and future challenges.
- team oriented people who have energy and are determined to succeed.

- people who are open, service orientated, accountable, of high integrity, and can operate based on impartial evidence (our Values).

## What we offer

We value each team members contribution and offer:

- a culture that is committed to our purpose and getting results, recognises achievements, and values innovation.
- opportunities for team members to work on agency wide projects and encouraging everyone to be adaptable and collaborative.
- flexible working options that empower you to model a working day and/or environment that brings out the best outcomes from you. Whether that is working from our modern offices in Sydney CBD or from home each team members working day can be different
- attractive salaries and superannuation (15.4%) as well as a range of other benefits.
- a culture and leadership team that believe in diversity and inclusion.

Further information about our Agency is available at [www.wgea.gov.au](http://www.wgea.gov.au)



## Position description

Position number:	23868
Position title:	Finance Officer
APS Level:	APS 5
Position:	12 month non-ongoing (maternity leave cover) Full time (Flexible working arrangements available)

### The role

The Finance Officer at WGEA is responsible for ongoing financial recording, processing and associated administration of the Agency's accounts, in particular:

- Maintaining WGEA's financial systems
- Controlling accounting and financial operations
- Preparing reports and documents covering accounting transactions for management review
- Accurate records are kept by standard practices
- Review of fortnightly payroll reports
- Following procurement framework
- Manages accounts payable and receivable processes as well as invoicing procedures to collect money owed by clients
- Support staff with finance queries

### The key duties of the position include

This position reports to the Finance Manager and under limited direction will progress a series of activities within recognised guidelines, is accountable for:

- providing professional expertise in processing accounts payable, accounts receivable, travel expenses, cab charge, credit cards, general ledger, and other accounts duties in accordance with WGEA financial management policies and practices, and other statutory requirements
- contributing expertise to the Agency Audit process (interim and final audits) with queries and supporting documentation
- preparing financial requirements for the Agency (e.g. BAS and FBT returns)
- providing professional accounts information for external and internal reports, appropriation drawdown, and surveys as required
- providing accounts service support with internal and external stakeholders
- ensuring effective finance and administration record management and archiving
- ensuring effective asset administration record management
- making decisions concerning a variety of matters that affect own work area and may affect another work area
- contributing to other Agency projects as required



## Capabilities

The Finance Officer will contribute to the Agency's capability:

- tertiary qualifications in a relevant field of studies (finance, accounting etc) or proven work experience as a Finance Officer or similar role with solid knowledge of financial and accounting procedures and regulations
- experience using financial software and accounting systems (TRIM and SAP)
- a strong attention to detail and accuracy
- superior interpersonal skills and the ability to collaborate with and maintain strong relationships with a broad cross-section of stakeholders
- work independently and flexibly, with limited supervision, analysing and using some judgement to select an appropriate course of action in a busy office environment. This includes taking a proactive approach and personal responsibility for accurate and timely completion of work.
- strong project management skills and experience, including managing internal stakeholders and external agencies, and multiple projects at once.
- demonstrate a principled approach to the APS Values and Code of Conduct, always acting professionally.
- Previous commonwealth government financial management experience (desirable)



# How to prepare your application

## Agency Eligibility Criteria:

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise in writing. Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All commission staff are required to have a minimum baseline security clearance. Baseline security clearances require you to be an Australian Citizen and meet AGSVA criteria.

Successful applicants will also be required to successfully pass a National Criminal History check.

## Diversity

The Agency values the contributions of people with different backgrounds, experiences and perspectives. You can tell us in your application, or when called in for interview, if you need any adjustments to help you participate equally in the selection process.

## RecruitAbility

The Agency is committed to supporting the employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into RecruitAbility and meet the minimum requirements for the vacancy.

How do you opt into RecruitAbility?

Simply note in your cover letter that you wish to:

1. Opt into RecruitAbility, as you have a disability (definition as defined by [Australian Bureau of Statistics](#))
2. Clearly show how you meet the requirements of the vacancy with our Agency.

## Questions about the position

The contact officer is available to answer any questions you have about the position. Their contact details are on page one of this application package.

## Lodging your application

Your application should be emailed to [recruitment@wgea.gov.au](mailto:recruitment@wgea.gov.au).

Late applications will not be accepted unless exceptional circumstances exist.



## Preparing your application

Use the attached checklist to ensure you include all relevant information and documentation.

## Selection Panel

A selection panel (usually three people) will be formed to consider all applications and develop a shortlist of applicants for further assessment via a video interview that includes a short practical exercise reflective of the kind of work the position will do.



## Availability for interview

We make hiring decisions based on your experience, skills and passion, as well as how you can enhance WGEA and our culture. Please note that interviews are conducted virtually. When you apply, please tell us the pronouns you use and any reasonable adjustments you may need during the interview process.

If you are shortlisted for an interview, you can expect at least two days' notice. If you are not short-listed for interview, you will be notified in writing. Interviews are planned to occur in **Late May / Early June** with offers expected to be made within two weeks of interview.

# Application Checklist

Prior to sending your application email to [recruitment@wgea.gov.au](mailto:recruitment@wgea.gov.au), use the below to ensure you have included all relevant details.

Have you included in your application cover letter and/or CV/Resume:

- Your full name, contact phone number, and personal email address.
- Title of the Vacancy you are applying for
- Relevant diversity information
- If you wish to opt into RecruitAbility (information detailed in how to prepare your application)
- **If you meet the Agency eligibility criteria, confirmation of your Australian citizenship, along your ability to successfully clear a National Criminal Records Check upon engagement**
- Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
- **Any further relevant information.**

Have you attached to your email:

- **A cover letter/statement outlining how your skills, experience and qualifications will help you to meet the capability requirements of the role. (one page).**
- Your CV/Resume which provides a summary of your work experience